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17 JUN 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Mail and Courier Task Force Comments on Survey
Reports, Agency Courier Systems Submitted by
CIA Records Administrative Officer, 29 June 1962

1. The Mail and Courier Task Force reviewed and used the subject report in several phases of its deliberations. It was felt appropriate to prepare specific comments on each recommendation for your information. The comments are attached hereto.

2. It will be noted that several recommendations were concurred in by the Task Force and adopted, others were considered to be management problems of offices concerned. Certain recommendations pertain to procedural matters and should be considered for inclusion in an Agency Handbook. Where non-concurrence is indicated, a brief explanation is included.

[Redacted Signature]

Chairman, Mail and Courier
Task Force

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A. Mail and Courier Task Force comments on Survey Report, Agency Courier Systems submitted by CIA Records Administrative Officer, 29 June 1962.

B. The following comments are keyed to the recommendations contained in the report.

1. Combine all courier services and facilities under the administration of one official and one career service.

The recommendation is possible of accomplishment but would prove impractical because of the many factors involved. The Task Force believes that no savings in manpower or improvement in service would result.

2. Eliminate central registry facilities for major components.

The diverse functions of all major Agency components except DD/P make it virtually impossible for a central analysis unit to make the detailed breakdown of material to action desks or even branch levels.

3. Transfer central mail and courier functions to the Office of Security.

The Office of Security promulgates policies on classifications, transmissions and storage of classified documents for the guidance of all Agency personnel including courier and messengers. The movement of mail within and outside the Agency is a service function which can be effectively performed by any service component. The Task Force feels that the mail and courier function is properly assigned to the Office of Logistics.

4. Initiate a study team to develop and install standard mail control devices.

The publication of a mail processing handbook, as recommended by the Task Force, will contain uniform guidelines and will provide clarification on this and many other mail processing problems.

The Task Force does not believe that elimination of forms in use for moving paper would result in any substantial savings. The forms in use were designed and approved for specific purposes, principally to assist in more expeditious and efficient processing of paper, and elimination in many instances could prove counterproductive.

On the other hand, constant review for improvement should be made, including the possibility of uniformity throughout the Intelligence Community where practical. As a result of Task Force action a combined courier-document receipt is being devised which we believe will be suitable for government-wide use.

5. That classes of mail be formalized and indicated by wrapper to expedite handling.

This suggestion is practical to a limited degree and is being followed for certain categories of mail, as pointed out in the subject report. The Task Force has identified 7 internally produced and 5 externally produced major categories of mail. The huge tonnage and variety of format of mail processed daily would preclude any uniform application of the suggestion.

6. Direct a formal request to each Agency service, requesting one stop courier service facilities.

The subject report indicates several possible stops at various non-Agency buildings. In practice it is found that these stops, with the exception of State, Pentagon and Arlington Hall, are serviced infrequently and that generally no more than one stop is involved on a delivery run. The Task Force concluded that one-stop service to State, Pentagon and Arlington Hall does not appear to be practical at this time.

7. Establish a pre-addressing system for incoming Agency originated cables.

Do not concur with this suggestion. The field originator of a cable does not have the detailed knowledge concerning the headquarters components of interest and therefore, is not in a position to determine the dissemination.

8. That the Agency courier system be organized to reflect services performed.

This suggestion is very similar to that contained in paragraph 1 above. The Task Force does not concur.

9. That a courier's clearance be established in lieu of individual clearances now required.

A check with the Office of Security indicates that basically the SI clearance is the highest given. Other

requirements are based on sensitivity of documents which are required to be handled on a need-to-know basis. It is not believed necessary or desirable to allow all courier personnel access to the relatively small volume of this sensitive material.

10. That mail be routed unwrapped and without an accompanying courier receipt within the headquarters building.

The delivery of unwrapped mail within the DD/P is practical due to the small volume. The huge volume involved in other components of headquarters and outlying Agency buildings requires wrapping for efficient processing from point to point. The Task Force has recommended that courier receipts be eliminated within Agency buildings except for TS and other sensitive material.

11. Publish courier routes and schedules.

Concur. This is now contained in

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12. Publish Agency Notice to advise personnel of the postal "Stop System" and to establish administrative channels for requesting courier services.

The "stop" system is an effective method of moving unclassified mail, however the volume is light and the possibility of loss of control of classified material is so great the Task Force does not believe it desirable to attempt a campaign for further use of the system. The Task Force concurs in the second part of the recommendation. covers the suggestion made regarding courier requests.

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13. That the Office of Security originate and publish a mail processing and procedures handbook.

The Task Force concurs in the publication of a handbook, however, the action agent should be the Office of the DD/S. A broad outline of material to be included in the handbook has been prepared by the Task Force.

14. Conduct studies for determining the feasibility of applying desk to desk type conveyor system.

Concur. It appears from the text that the system has been adequately explained to possible users. It now becomes an internal management problem for the offices concerned.

15. Establish a VIP courier route.

Do not concur. The activation of the tube system has eliminated a considerable number of hand-carries. The number should be reduced further now that restrictions on movement of special handling material by tube have been lifted.

16. Decentralize all postage stamp accounts.

Do not concur. The Task Force has concluded that aside from the 28 small accounts now in use, central mailing facilities are the most efficient. Explanation of use of the central account will be contained in the handbook.

17. Provide gasoline and oil facilities for vehicles at headquarters.

This suggestion is considered an internal management problem of the Office of Logistics.

18. Discontinue the logging function in RID.

The DD/P is actively considering this suggestion. It is possible it may be adopted.

19. Discontinue providing courier office personnel for the classified waste detail.

This suggestion is considered an internal management problem of the Office of Logistics.

20. Provide a more suitable safe in vehicle, for protection of classified mail.

This suggestion is considered an internal management problem of the Office of Logistics.

21. Provide the courier system with suitable mail transporting equipment.

This suggestion is considered an internal management problem of the Office of Logistics.

22. Reduce runs between headquarters and R&S to 5 trips daily.

The Task Force recommends continuation of the 8 trips, predicated upon an examination of volume and related schedules.

23. Establish scheduled service []

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Concur. This has been done.

24. Utilize the courier on the [] administrative route to provide []

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This is considered an internal management problem of the []

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25. Discontinue courier run []

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This is impossible due to volume involved.

26. Discontinue scheduled run to AEC.

Seven other stops have been added to this run.
It should continue.

27. That continuous efforts be made to provide combined courier services through a scheduled services system.

Concur. The efforts of the Task Force resulted in combination of 9 special runs with regular service. The Chief, Logistics Services Division will make periodic reviews of courier service requirements to assure the most effective utilization of manpower and equipment available.